RIT | Rochester Institute of Technology
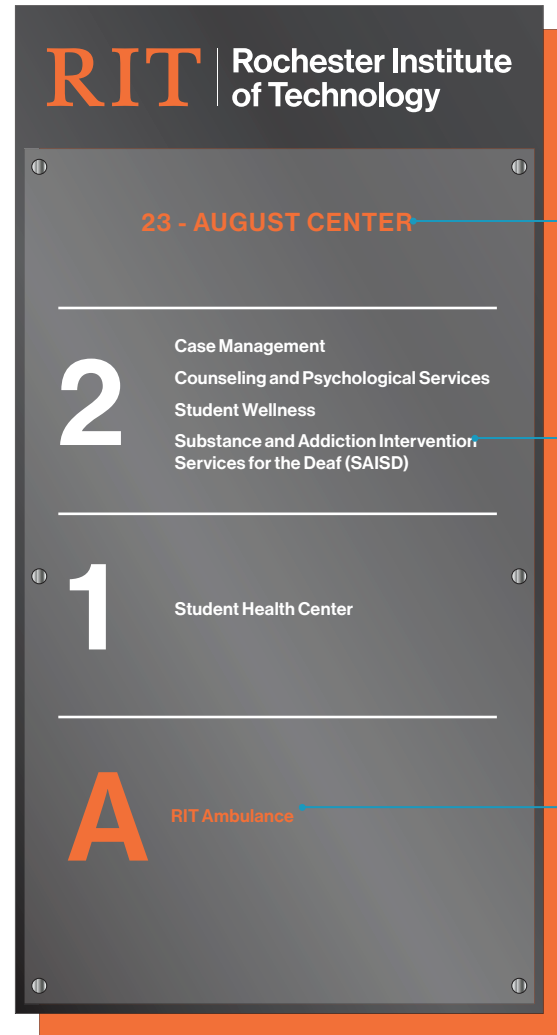
Interior Signage &

Graphic Standards Manual

General Notes:

1. All materials and colors outlined in the Interior Wayfinding Standards.

2. All room numbers shall be preceded by the building number. Details found within document.

3. Direct all questions to RIT Planning & Design:
   Matt Buckman
   mebfms@rit.edu

takeform

Installed adjacent to elevator in lobbies; use vinyl on glazing if needed

RIT | Rochester Institute of Technology

23 - AUGUST CENTER

2
Case Management
Counseling and Psychological Services
Student Wellness
Substance and Addiction Intervention
Services for the Deaf (SAISD)

1
Student Health Center

A
RIT Ambulance

Type A   Custom
23.0"w X 43.0"h
Accommodates 21.25"w X 35.625"h insert

Building Number (2 digit) and Building Name

Maximum 4-5 lines of text per floor

Orange copy indicates current floor

Variable height to accommodate building levels

2

Case Management

Counseling and Psychological Services

Student Wellness

Substance and Addiction Intervention
Services for the Deaf (SAISD)

Type V   Vinyl Letter
Available Height: 24.75"

23 - AUGUST CENTER

2
Case Management
Counseling and Psychological Services
Student Wellness
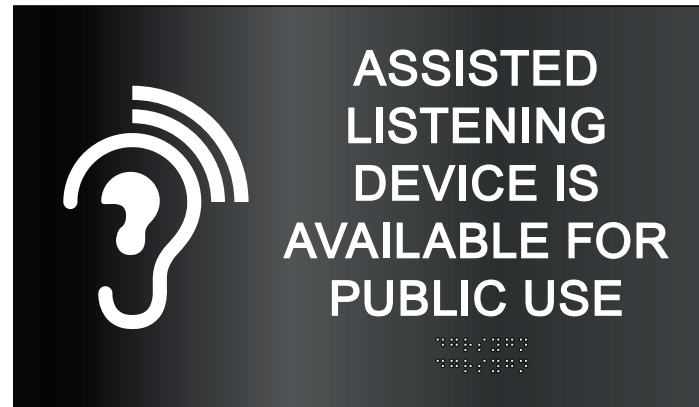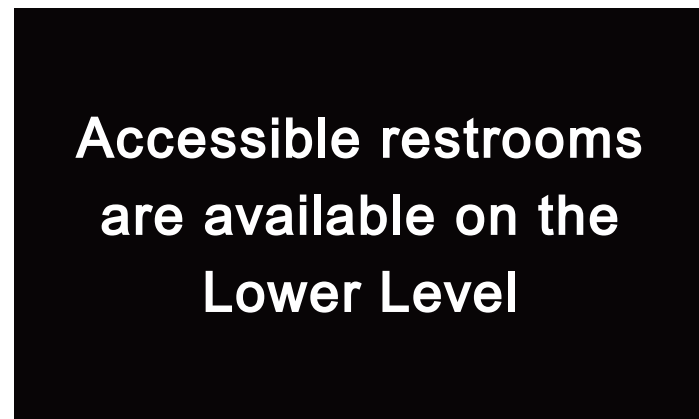Substance and Addiction Intervention
Services for the Deaf (SAISD)

1
Student Health Center

A
RIT Ambulance
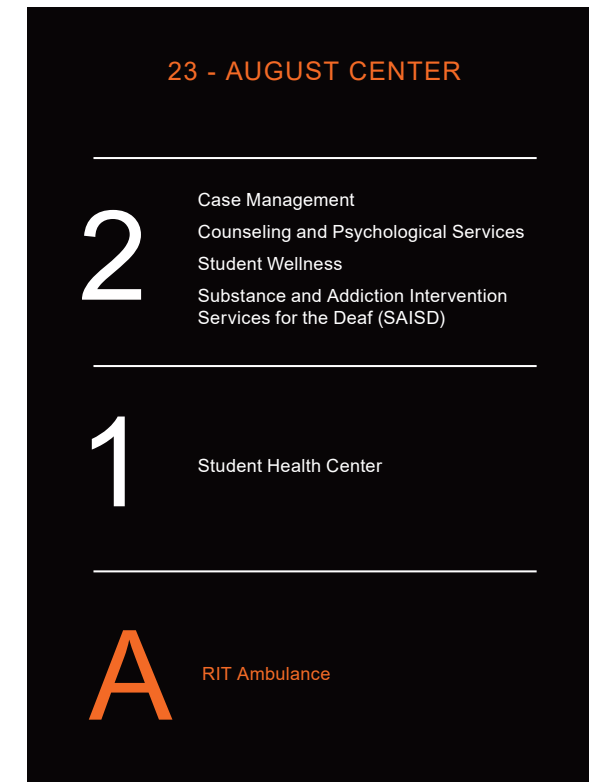
Type V.4   Vinyl Decal
24.25"w X 32.5"h

Optional Custom Signage

Can be ordered upon request

ASSISTED LISTENING DEVICE IS AVAILABLE FOR PUBLIC USE

Type HEAR   Custom
12.0"w X 7.0"h

Accessible restrooms are available on the Lower Level

Type N.2   CS5X3-T
5.0"w X 3.0"h

All staff are welcome, even when the door is closed

Alternate Examples:
- Stair 4
- Controller Office
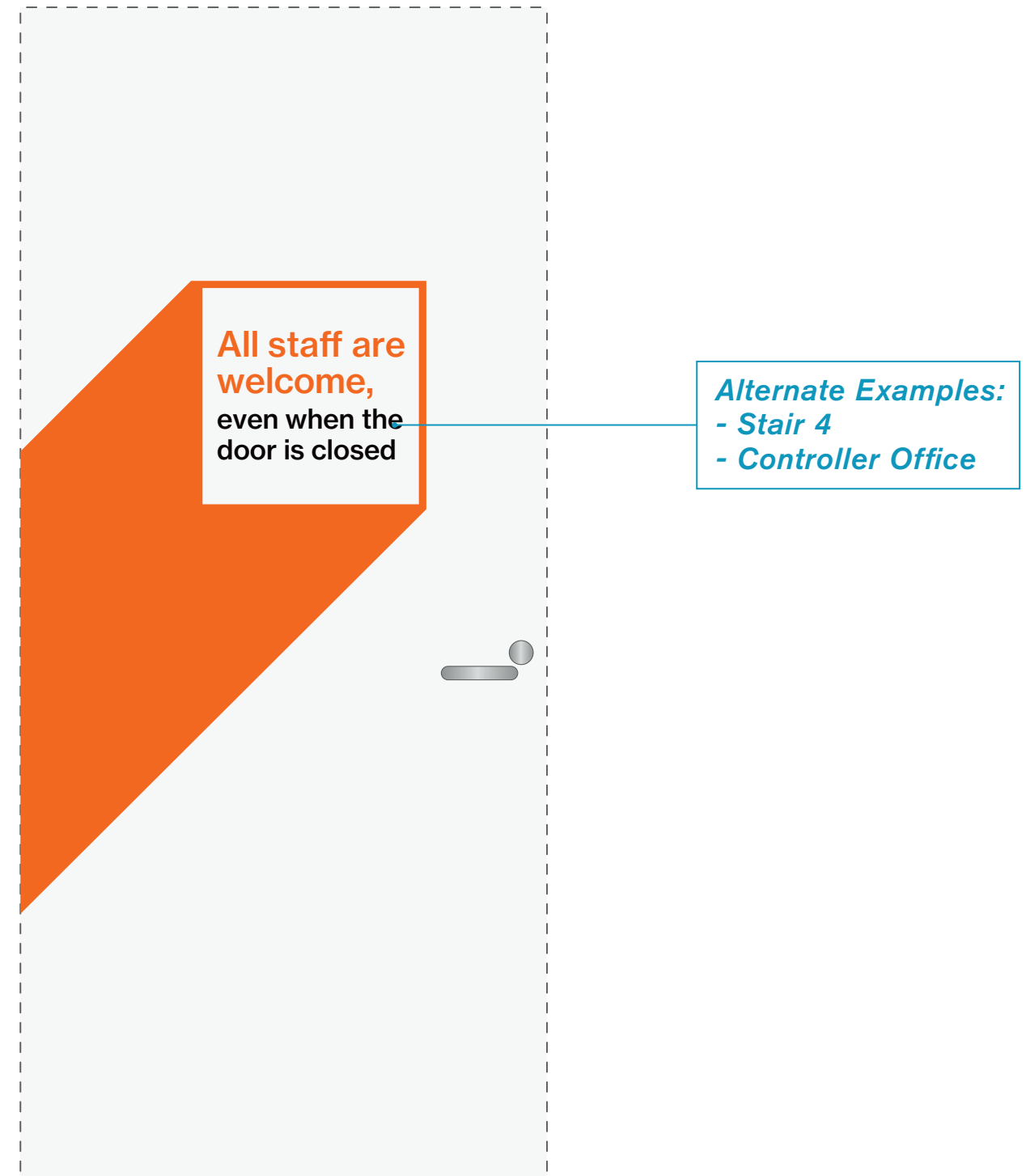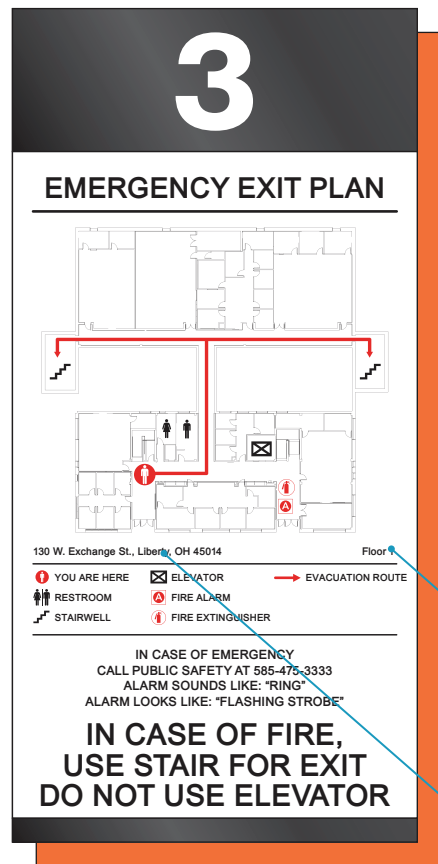
Type V.5   Vinyl Letters & Shape

Emergency Evacuation

Installed adjacent to elevators or as recommended by RIT Environmental Health and Safety.

Type D   Custom
9.0"w X 18.0"h
Accommodates 8.5"w X 14.0"h insert

Floor Level

- Building Names
Example:
99 - Facilities
Management Services

Maximum Occupancy

Installed in assembly use spaces.

MAXIMUM OCCUPANCY
NOT TO EXCEED
100 PERSONS

Type MAX   CS14X8-T
14.0"w X 8.0"h

Misc. Informational

Type E.4: Installed adjacent to elevator
Type E.t: Installed as applicable

In case of fire, use stairs.

Do not use elevator.

Type E.4   CS10X12-T
10.0"w X 12.0"h

Emergency Telephone

Lift handset for direct connection to campus safety

Type E.t   CS7,5X9,5-T
7.5"w X 9.5"h

EXIT

Type EXIT C00302
5.0"w X 3.0"h

EXIT ROUTE

Type EXIT.a C10302
8.5"w X 3.0"h

SOUTH STAIR

FLOOR 1 THRU 3

NO ROOF ACCESS

2 FLOOR

THIS FLOOR FOR EXIT DISCHARGE

Stair label, not stair number
Example:
Stair 4 or South Stair
(not Stair 2964)

Specifies exiting and life safety information

Type N   CS16,3X18-T
16.3"w X 18.0"h

3 FLOOR

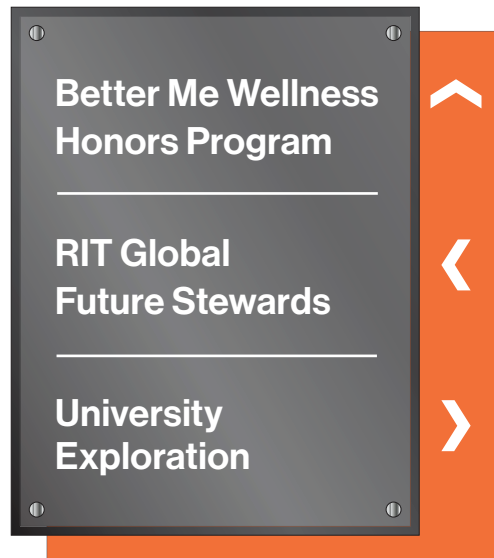*Indicates current level*

Type N.1   CS6X8-T
6.0"w X 8.0"h

Primary Wall Directional

Provide at major nodes indicating major spaces.

Better Me Wellness Honors Program

RIT Global Future Stewards

University Exploration

Type B   Custom
20.5"w X 23.0"h
*Accommodates
16.25"w X 21.25"h insert*
Stud w/ .5" Stand-Off

Large Wall Directional

Used sparingly. Typically use ceiling-hung directional.

Student Health Center ❯

Type D.4   Custom
51.0"w X 12.0"h
Wall Mounted Overhead

Flag Mount Signs

Used to indicate amenity, not room number. Can be designed with other amenities noted than those shown.

Restrooms
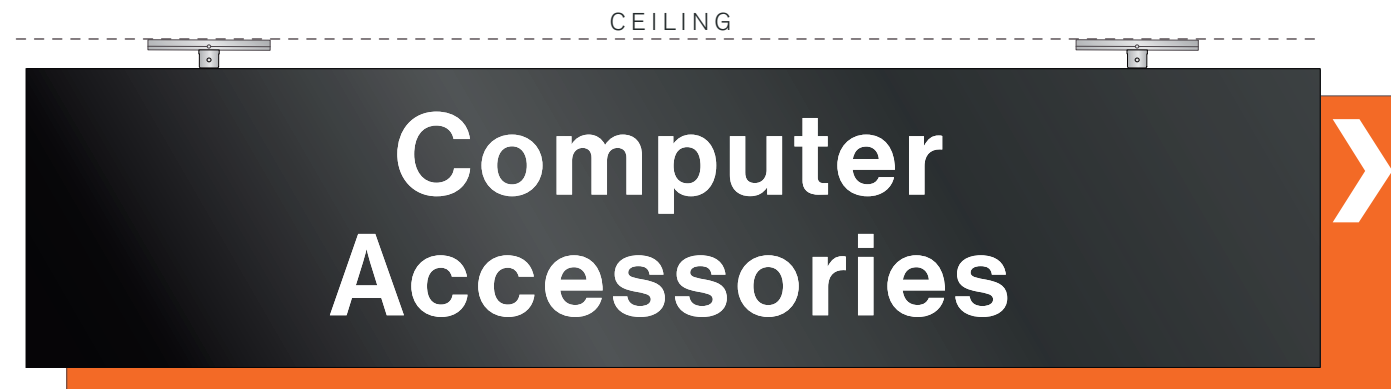
Type M   Custom
14.75"w X 5.5"h
Double Sided

Copier

Type M
Alternate Layout

Ceiling Mounted Directionals

Tight-mount to ceiling; one or two lines of text. Do not block EXIT signs when installed.

CEILING

Passport Photos ❮

Type D.1c   Custom
47.0"w X 8.0"h
Double Sided Overhead

CEILING
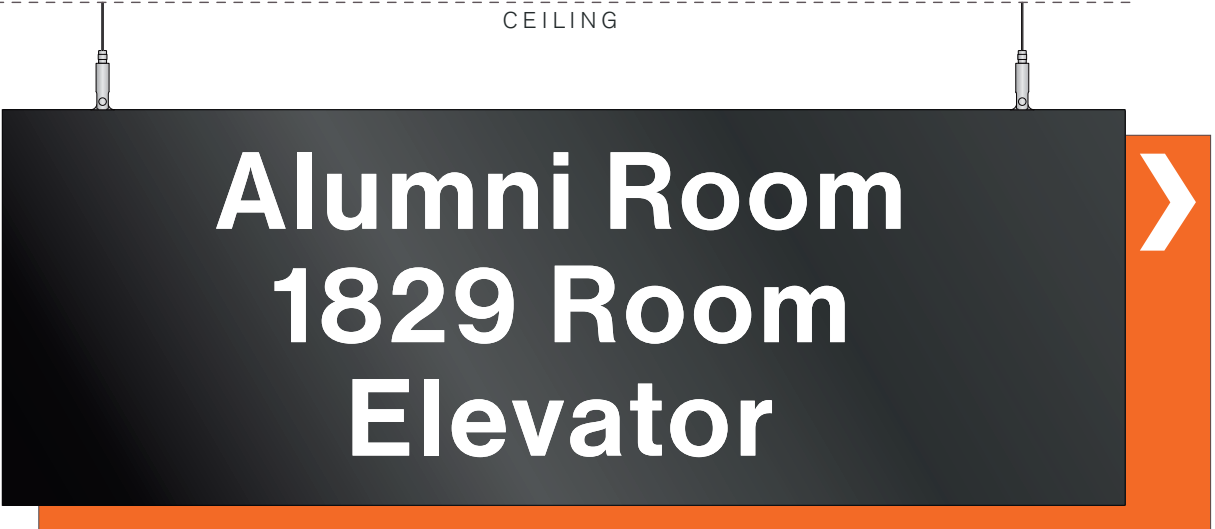
Computer Accessories ❯

Type D.2c   Custom
51"w X 12.0"h
Double Sided Overhead

Ceiling Suspended Directionals

Suspended from ceiling; one, two, or three lines of text. Do not block EXIT signs when installed.

CEILING

Passport Photos ❯

Type D.1 Custom
47.0"w X 8.0"h
Double Sided Overhead

CEILING

Alumni Room 1829 Room Elevator ❯

Type D.3 Custom
47.5"w X 16.5"h
Double Sided Overhead
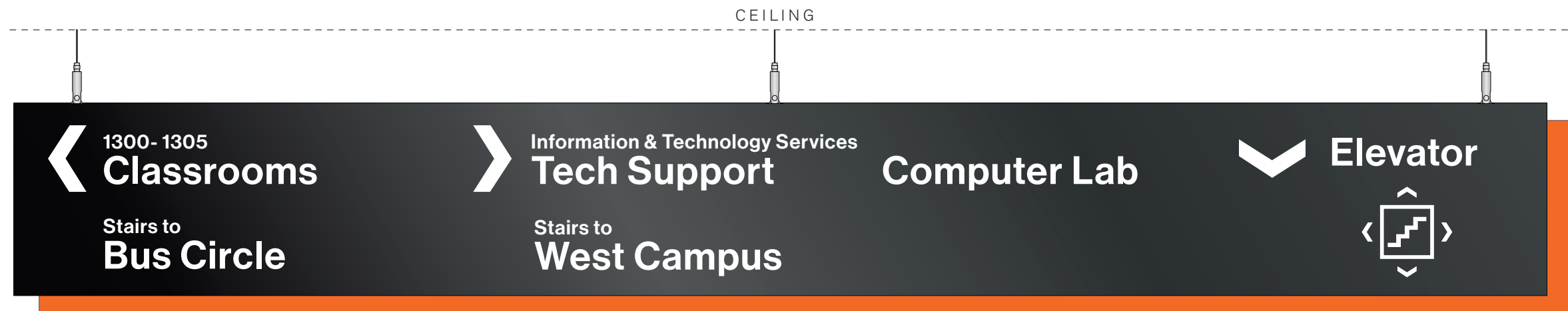
CEILING

Computer Accessories ❯

Type D.2 Custom
47.5"w X 12.0"h
Double Sided Overhead

Bottom of sign mounted a minimum of 80.0" AFF

Ceiling Suspended Directionals

Suspended from ceiling; 'airport-style' with multiple amenities. Do not block EXIT signs when installed.

CEILING

**❮ 1300- 1305
Classrooms**

**❯ Information & Technology Services
Tech Support**

Computer Lab

⌄ Elevator

**Stairs to
Bus Circle**

**Stairs to
West Campus**

Type D.5   Custom
91.0"w X 12.0"h
Double Sided Overhead

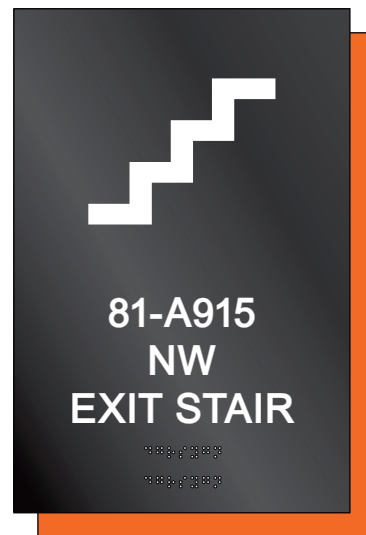*Bottom of sign mounted
a minimum of 80.0" AFF*

Stair

All room numbers shall include two-digit building number. Building numbers 100 and greater in addition to Booth and Gannet (07A and 07B) shall use three-digits.
Examples: 01-1234, 07B-1234, 150-1234, 53-1234

Stair Sign 1

Installed on path-of-travel-side of stair tower door or adjacent to door.

**81-A915
NW
EXIT STAIR**

Type E   Custom
7.0"w X 9.5"h

### Stair Sign 2

Installed adjacent to elevator door.

*Star indicates
ground level*

Type E.a   Custom
5.5"w X 4.5"h

Restroom

All room numbers shall include two-digit building number. Building numbers 100 and greater in addition to Booth and Gannet (07A and 07B) shall use three-digits.
Examples: 01-1234, 07B-1234, 150-1234, 53-1234

04-1515
MEN

Type E.2   Custom
7.0"w X 9.5"h

04-1515
ALL-GENDER
RESTROOM
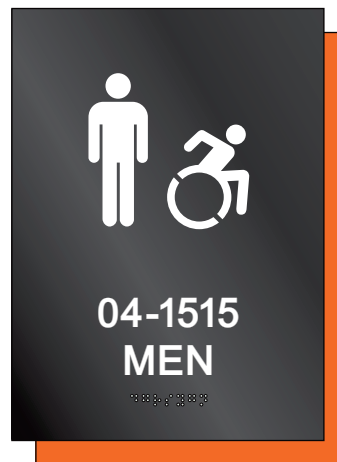
Type E.2a   Custom
7.5"w X 11.0"h

04-1515
ALL-GENDER
MULTI-STALL
RESTROOM

Type E.2aa   Custom
7.5"w X 12.0"h

Restroom icons are limited to man, woman, toilet, accessibility, baby changing.

Note:

1. Locker rooms and bathing rooms can use shower icon also.

2. Consult with RIT Planning & Design for other space type names as required.

Room Identification

All room numbers shall include two-digit building number. Building numbers 100 and greater in addition to Booth and Gannet (07A and 07B) shall use three-digits.
Examples: 01-1234, 07B-1234, 150-1234, 53-1234

Room Number Only

Used for rooms where name is not needed or not warranted to be posted. Used sparingly.
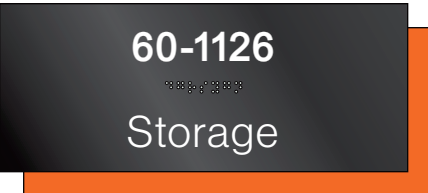
07B-1131

Type F   Custom
6.0"w X 3.5"h

Standard Room Identification Sign
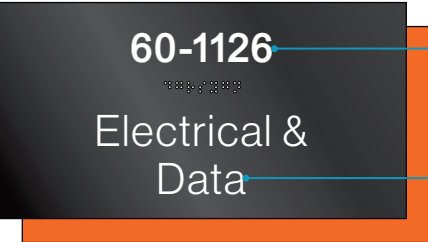
Used for all rooms except offices or noted otherwise.

Examples: Storage, Electrical, Custodial, Mechanical, Conference, Computer Lab, Theater, Data

60-1126
Storage

Type G   Custom
9.0"w X 4.0"h

60-1126
Mechanical/
Electrical
Storage

Type G.3   Custom
9.0"w X 6.0"h

60-1126
Electrical &
Data

Building number (typical).

Do not include terms "Room" or "Closet".

Type G.2   Custom
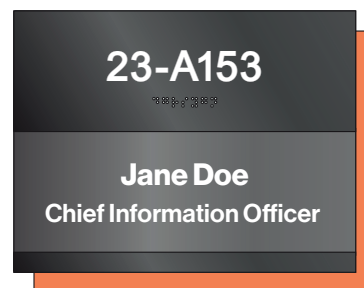9.0"w X 5.0"h

Changeable Insert

All room numbers shall include two-digit building number. Building numbers 100 and greater in addition to Booth and Gannet (07A and 07B) shall use three-digits.
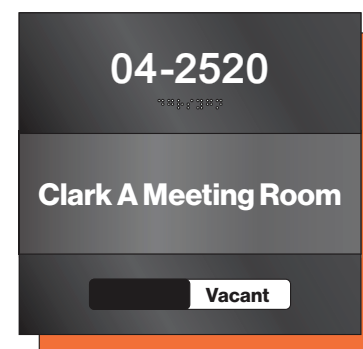Examples: 01-1234, 07B-1234, 150-1234, 53-1234

Used for offices or other rooms with potential name changes.

Occupancy indicator used as needed
(lecture halls, conference rooms, etc.)

Insert Sign

Used for dual-tenant offices or department suites.

If applicable, include additional rooms located within suite on the insert, not as hard-copy text.

23-A153

Jane Doe
Chief Information Officer

Type H   Custom
9.0"w X 7.0"h
(Insert: 8.5"w X 3.0"h)

04-2520

Clark A Meeting Room

Vacant

Type H.s   Custom
9.0"w X 8.5"h
(Insert: 8.5"w X 3.15"h)

09-1510

1405 – 1430
Office of the Dean
College of Engineering
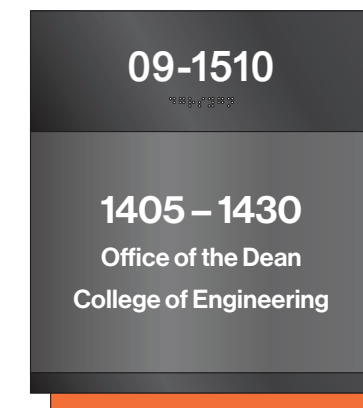
Type I   Custom
9.0"w X 10.0"h
Accommodates insert
(8.5"w X 6.15"h)

Building Signage Mounting Key

.p - Pin Mount
.m - Magnet Mount
.t - Tape Mount
.v - Velcro Mount

Insert Sign

Used for meeting or class schedules or list of rooms within suite if needed; alternate installation options include pin-mount and Velcro.

Insert provided by RIT department or college.

8.5"w X 11.0"h
Insert

Type H Add-on
(With thumb notch - Front)
9.0"w X 12.4"h
Accommodates insert
(8.5"w X 11.0"h)

Workstation Sign

Used for cubicles.

Standard installation is on cubicle door.

Norbert B. Gallagher
Senior Configuration Engineer

Type K   WS10301
8.5"w X 3.0"h
Accommodates insert

Building Signage Mounting Key

.p - Pin Mount
.m - Magnet Mount
.t - Tape Mount
.v - Velcro Mount

Donor Recognition

University Advancement to indicate Donor sign type based on gift level. Size of sign varies by gift level.

Donor Plaque

Donor sign installed below room ID sign unless noted otherwise.

60-1126

Storage

John and Jane Doe Classroom

A gift from John '72 and Jane Doe

2022
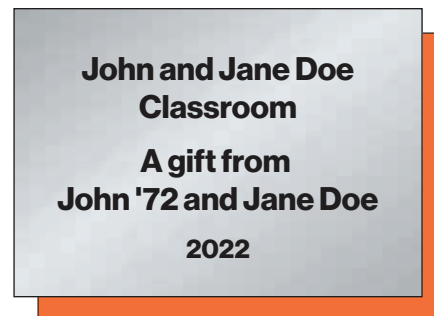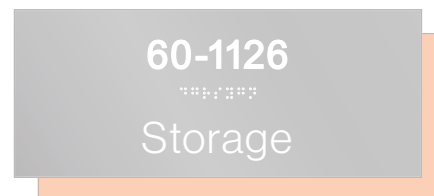
Type DON.2   Custom
9.0"w X 6.5"h

Dimensional Letters

Install location determined with each instance.

DOE FAMILY COURTYARD

Type DON.6
Dimensional Letters